

	<h1>Information Bulletin</h1>	
US Army Corps of Engineers Engineer Research and Development Center	Topographic Engineering Center <i>2002 Research and Development Organization of the Year</i>	October 3, 2002 Number 20-02

OFFICIAL

ERDC Announces “ERDC Orientation Program for New Employees” Website **by Pam Simpson, ERDC Training Program Coordinator**

The Engineer Research and Development Center (ERDC) has developed a new web-based “ERDC Orientation Program for New Employees”:

<https://erdcinfo.erd.usace.army.mil/orientation/>

The information provided in the New Employee Orientation website is limited to items that a new employee needs to know within the first week on the job, and contains information that is not site-specific. The New Employee Orientation Program can be supplemented by individual Laboratory on-site orientation programs to provide further details regarding the new employee's specific worksite. It is recommended that the information provided in the “New Employee Orientation Website” not only be viewed by “new employees”, but by all ERDC employees as a valuable “refresher”.

The “ERDC Orientation Program for New Employees” (NEO) consists of four basic modules:

- a. **Module 1: Welcome videoclips** by Dr. James Houston, Director of ERDC, Col. John Morris, Commander of ERDC, and Mr. Joe Roberto, Deputy to the Commander of ERDC
- b. **Module 2: Your Responsibilities**
- c. **Module 3: Your Benefits**
- d. **Module 4: Getting Started**

The information provided in the “ERDC Orientation Program for New Employees” website will reside on the “Inside ERDC Homepage” under the “Training and Professional Development Program” in the “New to ERDC Training & Professional Development Program” information. Currently, the new orientation program is only equipped for audio within the videoclips in Module 1. Within the next few weeks, the remaining portions will include audial narration.

If anyone experiences any problems with the viewing of the “New Employee Orientation Program”, contact Pam Simpson, at (603) 646-4781, or email pamela.e.simpson@erdc.usace.army.mil.

October is Fire Prevention Week

Oct.6-12 is National “Fire Prevention Week” (FPW). This year’s theme is “TEAM UP FOR FIRE SAFETY”. The Security Office has the overall responsibility for the ERDC “Fire Prevention/Protection Program” (The Alexandria site is provided excellent support services by Fort Belvoir so their situation is unique from the rest of the ERDC sites). Each site Security Office already has received FPW materials (i.e., Posters, Pencils, Brochures, Coloring Books, and Children Firefighter Hats). Mr. Roth has stated that he wants this year’s campaign (the entire month of October) to be both informative and aggressive as we try to take a proactive approach to “Fire and Emergency Services” at each of our ERDC sites. So, we want to ensure that each site bulletin in addition to the ERDC-wide bulletin contains information that is critical to both fire prevention and protection at work, and also at home.

Fire Safety on the Job

1. Don’t stack papers on top of computer monitors, and give heat-producing equipment room to breathe.
2. Don’t pinch extension cords under furniture and don’t plug extension cords into each other.
3. Report and replace frayed electrical cords.
4. Unplug coffeemakers and other appliances when you leave.
5. Smoke only in designated areas, and use the ashtrays.
6. Keep stairways and exits clear of trash, cleaning supplies, and other combustible material.
7. Report blocked exits, as well as problems with alarms, sprinklers, and emergency lighting.

Be Prepared for a Fire Emergency

1. Count the doors or desks between your work area and the nearest exits.
2. Know at least two ways out of your work area and participate in regular fire drills.
3. Know where fire alarms are located and learn how to use them.
4. Post the Security Office/emergency number by your phone.
5. If you have a physical disability, make sure your employer includes your special needs in evacuation plans.

If a Fire Strikes

1. Sound the alarm --- even for a small fire. If your work area is not equipped with a fire alarm system. Shout fire, fire, fire, (The NFPA still recognizes voice communication as the most effective means of notification). Contact the Security Office/fire department **ASAP**.
2. Leave immediately and close doors behind you.

3. If you encounter smoke, try another escape route.
4. If you have to escape through smoke, crawl on your hands and knees keeping your head one to two feet above the floor, where the air will be cleanest.
5. Test doorknobs and spaces around doors with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Close it quickly if smoke pours through.
6. Always use stairs---never use elevators, unless directed by the fire department.
7. Once you're out, tell the fire department if anyone is trapped in the building. Go to your designated rally/rendezvous point. Do not attempt to go back inside.

In addition to including information in the bulletin we would like to arrange fire drills/fire extinguisher training with the assistance of the local Fire Departments (Champaign site, and Hanover site), if possible. We have to remember that any support that they provide to ERDC is a courtesy so we have to schedule training at their convenience. This would also be an excellent time to have our contractors come out and check our alarm systems to ensure that they are in good working order. We may need to coordinate this effort with DPW personnel at our respective sites. I will provide more information for future bulletins for FIRE SAFETY IN THE HOME. If you have any questions, or if I can be of any further assistance please feel free to contact me at (601) 634-3177. (Jodie Norwood III, ERDC Security Specialist (Physical), Fire Prevention/Protection Officer, (601) 634-3177 (voice), (601) 634-3897 (fax))

Departure

<u>Name</u>	<u>Losing Org.</u>	<u>Date</u>
Matt Klink	MVK-CT	Oct. 4

Handling Calls from the Media

When you receive calls from media representatives (local reporters, technical, trade, or general news media), please refer the caller to the Public Affairs Office (PAO) before responding to any questions. PAO will work with you, the reporter, and our command staff to determine how TEC as an organization can best respond. PAO will arrange an interview between you and the reporter if appropriate, and will answer any follow-up calls. This procedure will help TEC personnel prepare properly for answering media questions.

The intention of this request is not to restrict anyone's freedom to speak to the press. It will, however, ensure all concerned, when speaking as representatives of TEC, have the big picture and a complete background on the issue at hand. It also ensures the coordination with our executive staff, who are ultimately responsible for the image portrayed by TEC to the press.

Bulletin Publication Change

With the establishment of an ERDC-wide Information Bulletin, which will be published every 2 weeks, individual site Bulletins will now be published in the "off" weeks. Please keep this in mind when submitting articles and information for the site Bulletin. The next Alexandria Site Information Bulletin will be published on Oct. 17.

Commander's Mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to

the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

U N O F F I C I A L

Eyeglass Collection

A simple pair of eyeglasses can improve the quality of a person's life. Many people in developing countries do not have access to eye care. An estimated 44% of men, women, and children in developing countries need - but do not have - eyeglasses. Since 1995, Lions have distributed more than 13 million pairs of eyeglasses throughout the world. For many people, receiving these glasses means seeing clearly for the first time in their lives.

The TEC Rec Committee, in conjunction with the Springfield-Franconia Host Lions Club (POC Linda Graff), is sponsoring a used eyeglass collection drive during October. Please bring in your used eyeglasses and deposit them in the eyeglass collection box located in the Snack Bar or in the SCIF lobby. The collection box in the Snack Bar is located there year round for your eyeglass donations. Donations of used hearing aids also are greatly appreciated.

Scout Popcorn

Cub Scout Pack 1149 (Robert Collins) is participating in the annual Boy Scouts of America fund-raiser by selling Trail's End gourmet popcorn products. Anyone interested on purchasing popcorn can sign up on the sheet located in the Snack Bar.

If you have any questions, contact Mike Collins at 428-7424.

Entertainment Books for Sell

Order Now! Entertainment Books for Northern Virginia/Washington, D.C. - only \$35. These books offer great discounts at local restaurants, sporting events, hotels, and more. Entertainment Books for other states and Canada may also be ordered (prices vary \$25-\$40). Proceeds go to *Children's Progress Unlimited*, an organization that trains and educates preschool autistic children and their parents. See Denise Hovanec, 428-6759, ICOM 2214, Room 203.

Order Ornaments Early

Unbelievable But True!

The Civitan Club of Fairfax now has the new White House Christmas Ornaments in stock and for sale (\$16). It's not too soon to take advantage of their availability.

For more information, contact Joni Jarrett at 428-6802 or ICOM 2543.